

PRINCIPAL BUDGET ANALYST

DEFINITION: Under general direction, performs work of considerable difficulty involving professional accounting and budgeting; position is engaged in the management and control of resources or funds of the Navajo Nation government; work supports the preparation and administration of capital and operating budgets; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Assists in the overall planning and development of an efficient budget system for allocation of public resources; reviews and analyzes proposed appropriations, budget reallocations and budget transfers; provides related technical assistance to the Navajo Nation Council, standing committees, branches and divisions; analyzes and prepares schedules and summaries on budget proposals for presentation to management and legislators; implements, interprets and enforces budget policies and related rules and regulations.

Compiles forecasts of overall revenue and expenditure projections for overall Navajo Nation government budgeting; compiles cost summaries for presentation to higher branch reviews; represents programs as required at budget reviews and hearings; interprets and implements new budgeting standards; answers inquiries, resolves complaints and advises organizational units on budget policies and procedures.

Formulates and develops Nation policies and procedures for funds received by the Nation from external sources; provides coordination between the Nation, federal and state agency offices regarding management recommendations dealing with external funds, indirect costs or other budget development collaboration; develops database to monitor proposed and approved Nation match fund requirements.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of governmental budgeting and financial administration principles and practices including automated financial systems.

Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of Nation operations relative to budgeting, accounting, purchasing, grants and risk management.

Knowledge of methods and practices of public finance, budgeting and accounting.

Knowledge of supervisory methods and techniques.

Skill in communicating effectively orally and in writing.

Skill in operating and developing computer databases and spreadsheet files.

Skill in analyzing financial systems, procedures, and controls.

Skill in applying judgment in the release of confidential information.

Skill in supervising staff.

Skill in establishing and maintaining effective work relations.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

PRINCIPAL BUDGET ANALYST

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Business Administration, Finance, Accounting or Public Administration, or closely related field; and four (4) years of progressive responsible work experience involving financial and budgeting systems, accounting and fiscal policy analysis; with two (2) years of supervisory or lead experience.

PREFERRED QUALIFICATIONS:

- A Master's Degree in Business Administration or Accounting, Finance, Public Administration or a closely related field of study.
- FMIS Certification
- Proficient in Microsoft Office software or other computer applications.
- Four (4) years of experience in budget preparation and development.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.